



# EDNA TORRES MUNILL

**CERTIFIED ENGLISH TEACHER (CELTA)  
FREELANCE**

## CONTACT

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## LANGUAGE SKILLS

**English:** Proficiency C2 (native RP accent)

**Spanish:** Native

**Catalan:** Native

**French:** Advanced (native accent)

**Italian:** Conversational

## SOFT SKILLS

Communication

Empathy

Leadership

Organization

Time management

Proactive personality

Creativity

Problem-solving

## ACADEMIC BACKGROUND

### Full Stack Web Development Diploma

*Code Institute*

Aug 2023 – Aug 2024

### Cambridge CELTA

*Oxford TEFL Teacher Training*

October 2020 – March 2021

### Certificate in Teaching Cambridge Exams Preparation Classes

*Oxford TEFL Teacher Training*

July – Sept. 2022

### European School EES1 in Uccle (*Brussels, Belgium*) *Preschool,*

*Primary & Secondary Studies*

1986 - 2000

- Bilingual education in English and Spanish, with native teachers, from the age 6 to 18.
- English: C2 CEFR level; French: C1; German: A1

## RELATED EXPERIENCE

### English Teacher (On-site) – Part-time

*British Council, Barcelona*

Oct. 2023 – Currently

- FCE Cambridge exam preparation classes to 15-year-old students.
- Young learners (ages 8-12), following Cambridge and MacMillan coursebooks, and implementing learning games to foster pupil's interest in the English language.

### English Teacher (On-site) – Freelance

*Little English World, Montgat*

Feb. 2023 – June

- FCE Cambridge exam preparation classes to 17-year-old students.
- Young learners (ages 8-12), following Cambridge coursebooks, and implementing learning games to foster pupil's interest in the English language.

## HARD SKILLS

### Exam Preparation

### Class Management

### Student Monitoring

### Lesson Planning

### Teaching Platforms & Digital Tools:

- *Digital Presentation tools from Cambridge, Oxford U.P. and MacMillan*
- *Zoom, Microsoft Teams*
- *PowerPoint*
- *Kahoot,*
- *Baamboozle,*
- *LyricsTraining*
- *Quizlet, etc.*

**Microsoft 365** (*Excel, Word, PowerPoint*)

**Front-end Web Development**  
(*CSS, Bootstrap, HTML, JavaScript*)

## BACKGROUND

**CELTA certified teacher** with 2+ years' experience teaching English to adults, teens, and young learners (ages 5 to 14), both online and on-site lessons. I speak native English (RP). I received a bilingual primary and secondary education at an international school (European School) with native teachers, surrounded by native English fellow students.

I'm extremely motivational, and create a jolly atmosphere which potentiates students' learning path.

My former professional background in the hostelry industry enhanced many soft skills, such as communicative, organizational, team-leading, or client etiquette.

## English Teacher (In-company) – Freelance

**Optima Retail SL, Cabrera de Mar**

Apr. – May 2023

- Advanced level group
- Short Course of business English and specific technical language (related to maintenance services' industry)

Collaborating with **Hello English Language Academy (Mataró)**

## Founder CEO & English Teacher (Online) – Freelance

**English Grows**

Dec 2022 – Currently

- Teenagers (age 14 – 18) and adults.
- Use of Headway coursebooks, fun extra activities (including TEDtalks, Kahoot, Baamboozle, etc.)
- Self-made materials (exercises and PowerPoint presentations) to teach key grammar points.

## English Teacher (On-site) – Part-time

**The Corner Study Centre, Cornellà de Llobregat (Barcelona)**

May 2022 – July 2022

- Young learners (age 7 – 12), PET & KET for Schools exam preparation.
- Cambridge coursebooks and fun online activities (Kahoot, Baamboozle, etc.).

## English Teacher (Online)

March 2021 – April 2022

- General English: 1-2-1 lessons and small groups of up to 4 students, adults and teens, separately.
- Enhanced lessons with self-made materials to complement digital coursebook (*Headway series by Oxford University Press*)
- Zoom app used to deliver online lessons
- Student's needs analysis

## OTHER EXPERIENCE

### CRS Implementation and Customer Service Specialist

**TravelClick, an Amadeus company | 2019 – 2020**

- Worked in English and French to help hotel managers in the EMEA zone set up *iHotelier* CRS, walking them through configuration process, by email, inbound and outbound calls
- XML data check (use of Kibana), sent between PMS and CRS
- Case resolution through Salesforce CRM
- Troubleshooting through different platforms

### **F&B Assistant Manager**

*Hotel Colón Thalasso Termal \*\*\*\* | 2018 – 2019*

- Sommelier role, staff organization, **coordination and quality control** of the restaurant service (banquets, *a la carte*, and buffet), lounge-bar, coffee-breaks for meeting rooms, room- service, events, stock control
- **Translation** of weekly menus into English, French and Catalan
- **Responsible** of the reservation email, and of inbound calls
- Cash desk control and closing

### **Front Desk Receptionist & Reservation Agent**

*Hotel Colón Thalasso Termal \*\*\*\* | 2018*

- Reservations' agent - Introduce reservations into the PMS
- Front-desk customized attention, attend to in-bound calls and email
- Check-in /check-out formalities, cash desk control and closing of the day

### **Head Waitress in Michelin Star Chef Restaurant**

*Fonda España by Chef M. Berasategui | 2015*

### **Head Waitress (gastronomic restaurants)**

*Various locations | 2010 – 2015*

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**Cambridge Assessment  
English**



This is to certify that

**EDNA TORRES MUNILL**

has been awarded

**Pass**

in

**CELTA**

Cambridge English Level 5 Certificate in Teaching English to Speakers of Other Languages

Date of Award  
**MARCH 2021**

Centre Number  
**CZ066**

Accreditation Number  
**501/1891/2**

Level 5 refers to the Regulated Qualifications Framework (RQF) in England and Northern Ireland.

Francesca Woodward  
Chief Executive  
Cambridge Assessment English

Date of Issue: 25/03/21  
Certificate Number: ccpf703237



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**Language Awareness & Lesson Planning**

During the course, Edna showed that she can state appropriate lesson aims and staged them coherently. She planned her lessons thoroughly and in detail, and selected and designed useful materials that aided learning. Her materials were always very professional and engaging for the students. Her lessons were student-centred and she always showed awareness of learners' interests when planning. One area to work on is ensuring that all the relevant aspects of meaning, form and pronunciation are covered.

**Teaching Practice – Techniques & Classroom Management**

Edna established good rapport with students and effectively engaged them in the lessons. She taught useful systems and skills lessons and used a range of teaching techniques to clarify meaning, form and pronunciation of language. She managed her lessons effectively, had a very friendly and supportive demeanor, and responded to learners in a genuine manner. Edna also showed that she can monitor effectively and provide delayed feedback. One area to work on would be to continue cutting down on her teacher talk and making sure that her instructions are clear and to-the-point.

**Contribution to the Course & Potential to Develop**

Edna had a very positive attitude on the course, was an active member of her TP group and worked collaboratively with her peers. She gave useful contributions both during TP feedback and input sessions and established excellent rapport with her fellow trainees. She also took on feedback from both tutors and peers with a professional attitude. She comes across as cheerful, dynamic, positive and enthusiastic. Edna will be an asset to any institution she decides to join.

**Final Recommended Grade: Pass**

**Course Tutors:**

**Anita Derecskei**  
**Anna Neil**  
**Nick Havard**  
**Nigel Balfour**  
**Rubens Heredia**

This is to certify that

**Edna Torres Munill**

has successfully completed and passed the

**Teaching Cambridge Exam Classes course**

with Oxford TEFL in September 2022.

This 30- hour online course is designed to provide practical ideas for teaching exam classes  
effectively and with confidence.

Please see the reverse side of this certificate for course details.

A handwritten signature in blue ink, appearing to read 'D Foord'.

**Duncan Foord**  
Director, Oxford TEFL

# LESSON MATERIALS (SELF-MADE)

## Living Spaces

What type of accommodation do you live in?

Match each item on the list with an image A-L:

|   |  |
|---|--|
| <input type="checkbox"/> studio           | <input type="checkbox"/> - patio           |
| <input type="checkbox"/> detached house   | <input type="checkbox"/> - block of flats  |
| <input type="checkbox"/> balcony          | <input type="checkbox"/> - cottage         |
| <input type="checkbox"/> roof             | <input type="checkbox"/> - entrance        |
| <input type="checkbox"/> staircase        | <input type="checkbox"/> - terraced house  |
| <input type="checkbox"/> air conditioning | <input type="checkbox"/> - central heating |

Choose the correct alternatives.

- Noisy neighbours make living in a *block of flats/ detached house* very difficult!
- We don't have *air conditioning/ central heating* so the house gets very cold in winter.
- I just want one room so a *studio/ terraced house* is fine for me.
- I want to sit outside, but I don't want a garden. A *patio/ roof* is what I want.
- A pretty country *cottage/ entrance* with a garden is what I'm looking for.
- I like space, so I don't like to leave too many things on the *floor/ ceiling*.
- My flat has got a big *staircase/ balcony* full of plants.

Correct alternatives:

- Noisy neighbours make living in a  very difficult!
- We don't have  so the house gets very cold in winter.
- I just want one room so a  is fine for me.
- I want to sit outside, but I don't want a garden. A  is what I want.
- A pretty country  with a garden is what I'm looking for.
- I like space, so I don't like to leave too many things on the .
- My flat has got a big  full of plants.

Imagine your perfect living space and describe it to your partner, explaining the reasons for your choices.

Include some items from previous tasks in your description!

Very good use of English 🎯

Careful with... ←

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